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ABSTRACT

Although the setting is British, the primary head's problems are similar to those faced by U.S. elementary principals. This is a guidebook for managing primary schools. It shows the day-to-day running of a primary school and the organizational structures in which staff and pupils can be inspired. Chapter 1 considers the creation of a positive school ethos, the statement of a school's goals, and a school development plan. Chapter 2 examines staff development and educational policies. Chapter 3 investigates the recruiting and managing of staff. including the selection process, development of curriculum coordinators, challenging of teacher attitudes, and development of effective teams. Chapter 4 analyzes the school as an organization, including communicating with parents, managing meetings, managing finances, and preparing curriculum for government inspection and public perception. Chapter 5 deals with the problems of stress management, time management, and conflict management. Chapter 6 considers leadership skills, managing change, and accountability. Chapter 7 discusses successful management of teachers and teaching, including disaffected children, behavior management, target setting, and assessment. Chapter 8 outlines the developing of curriculum managers and curriculum policies, including homework and parent involvement in curriculum. (Contains 42 references.) (RKJ)

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